
General Guidelines for Completion of Patient Forms by Physicians

Note re. Guidelines and Policies

This document is a physician **guideline** approved by the Council of the College of Physicians and Surgeons of Nova Scotia.

Guidelines contain recommendations endorsed by the College of Physicians and Surgeons of Nova Scotia. The College encourages its members to be familiar with and to follow its guidelines whenever possible and appropriate. Note that guidelines may contain references to College policies.

Policies reflect the position of the College of Physicians and Surgeons of Nova Scotia. Physicians licensed with the College are expected to be familiar with and to comply with College policies.

The College of Physicians and Surgeons of Nova Scotia receives many questions from patients and physicians regarding the completion of forms such as insurance assessments and workers' compensation claims. The College provides the following general guidance for physicians and patients in this regard.

Physicians are encouraged to develop consistent, practice-wide policies regarding the completion of forms for patients, recognizing that the accurate and timely completion of such forms is an essential aspect of good medical practice. Such policies would include:

1. The amount of advance notice or time required by physicians in the practice to complete patient forms. (Physicians are encouraged to consider the critical and time-sensitive nature of many patient forms in establishing such thresholds. Accordingly, it may be desirable to set different advance notice requirements depending on the nature of the form).
2. The practice's terms regarding billing for the completion of forms.
3. The practice's policies regarding whether requests for form completion must be submitted in person at an appointment, or may be submitted through alternate means.

4. Mechanisms within the practice for addressing patients` questions about form completion.
5. Due consideration and flexibility in the application of such policies for patients who are elderly, disabled, cognitively impaired or illiterate.
6. Appropriate communication with and accommodation of patients who face urgent circumstances.

Physicians may also wish to consult:

Guidelines for Medical-Legal Reports, a joint statement by the Medical Society of Nova Scotia (later Doctors Nova Scotia) and The Nova Scotia Barristers' Society, which was endorsed by the College of Physicians and Surgeons of Nova Scotia on February 2, 2001.

Physicians may also wish to consult Doctors Nova Scotia for further information on non-insured services.

Document History

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